

FIG. 1

SEND DOCUMENT

Set Document Properties

Title

Memo 2

54

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☒ Return Receipt Required?

☒ Viewer Sign-in Required?

☐ Prevent Printing?

☒ Password Required?

58

alakazam

Identify and Notify Recipients

Type email addresses separated by commas:

To:

bob@abc.com, john@abc.com

Subject:

Sales Strategy Memo

Message:

Dear Bob and John,
Here's the draft memo on sales strategy you requested. Have a look at it and send any comments you have back to me,

Regards,
Sara

62

CANCEL

SEND

63

FIG. 2

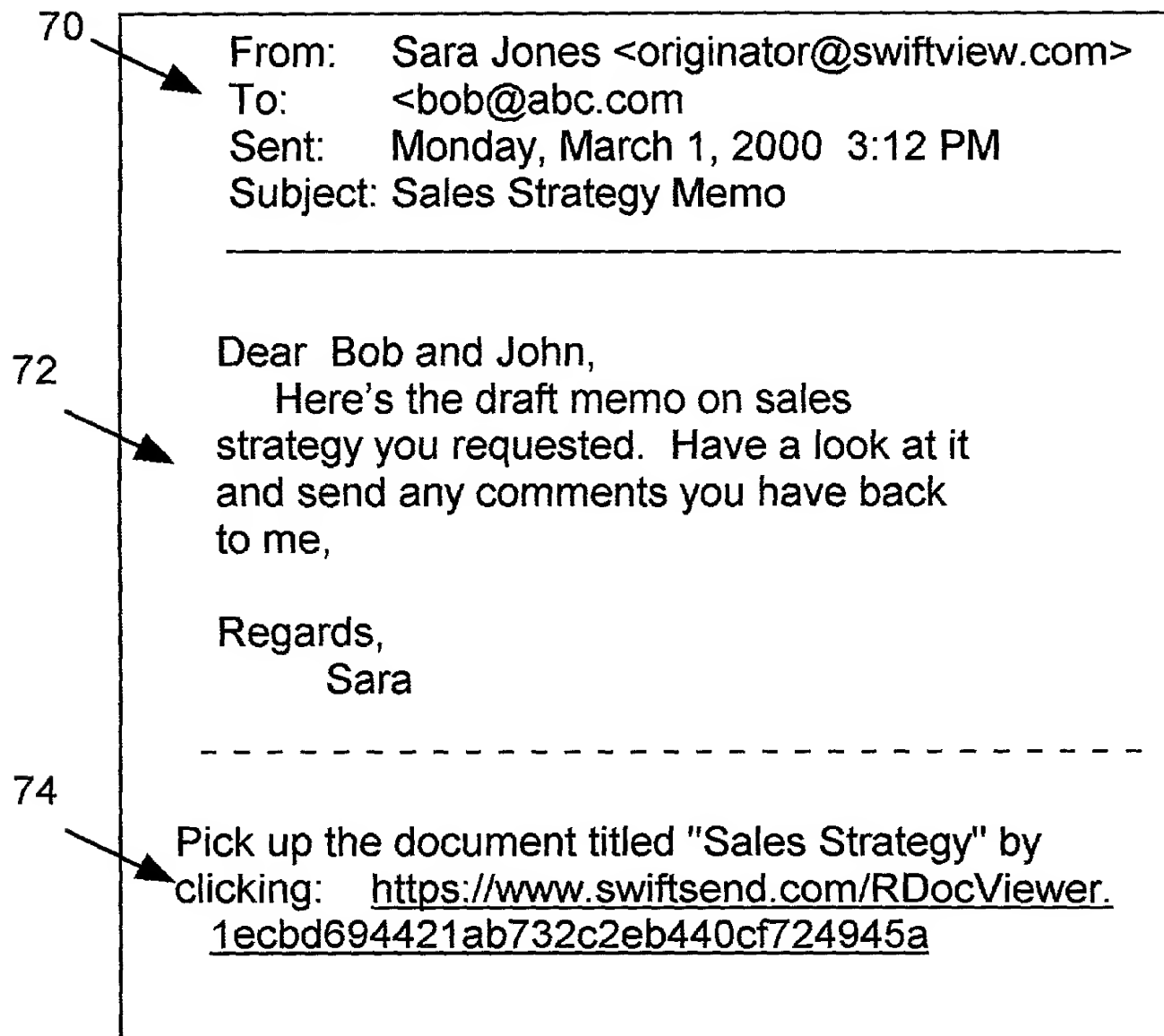


FIG. 3

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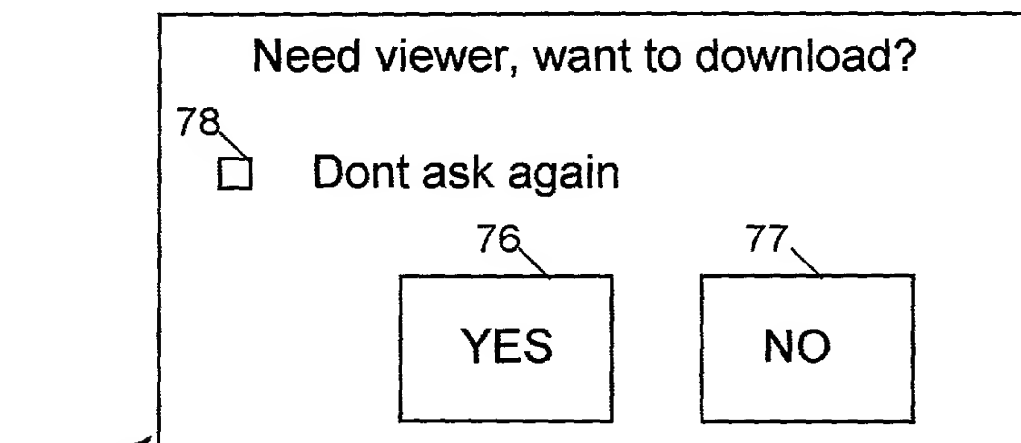


FIG. 4

75

80 →

SwiftView Sign-in	
USER NAME:	<input type="text" value="bobjones"/> ⁸²
PASSWORD:	<input type="text" value="bobspassword"/> ⁸³
	<input type="button" value="SIGN-IN"/> ⁸⁴
	<input type="button" value="CANCEL"/> ⁸⁵
If new user press here:	<input type="button" value="NEW USER"/> ⁸⁶

FIG. 5

88 →

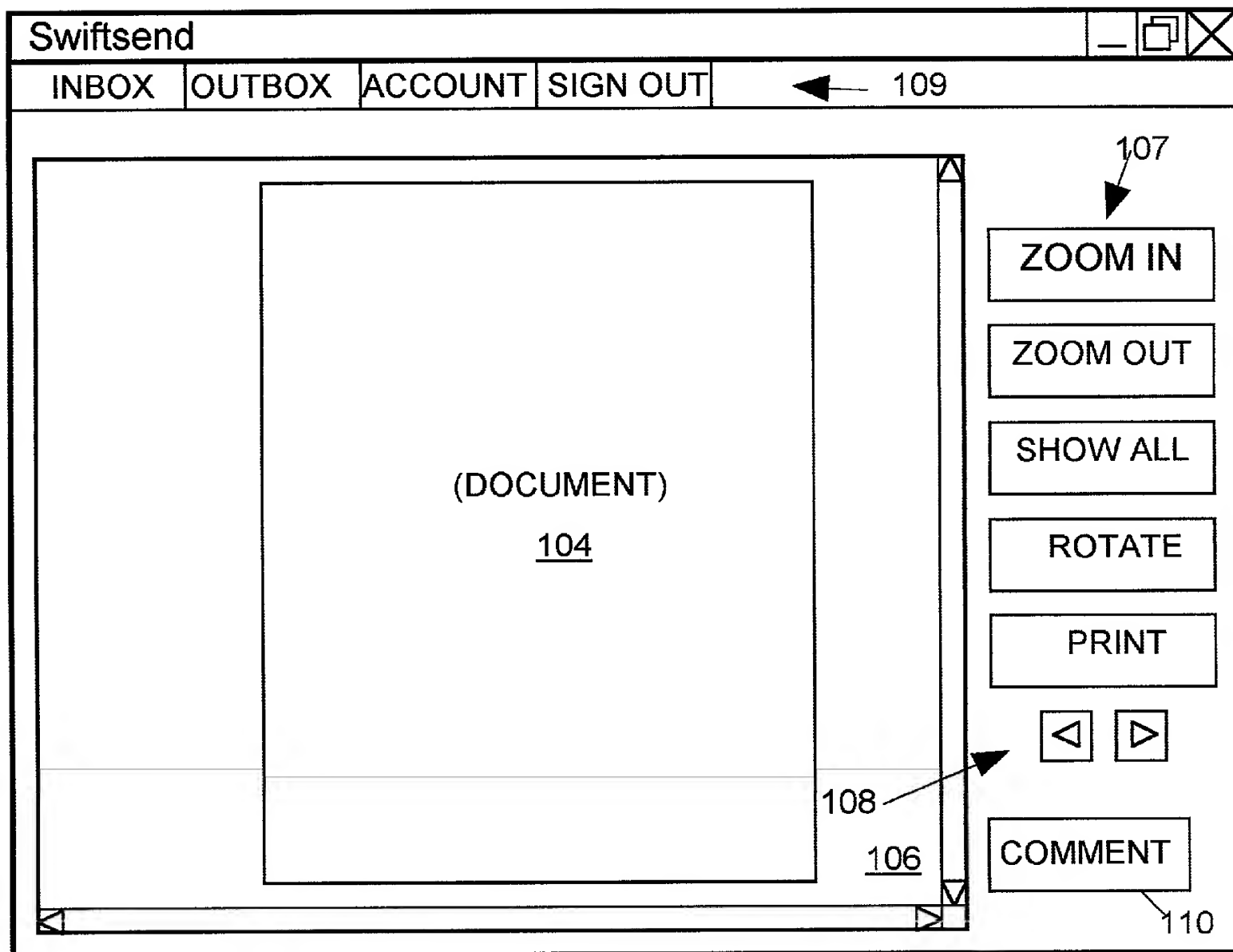
Document Password	
Enter Document Password:	<input type="text" value="*****"/> ⁸⁹
<input type="button" value="ENTER"/> ⁹⁰	<input type="button" value="CANCEL"/> ⁹¹

FIG. 6

92 →

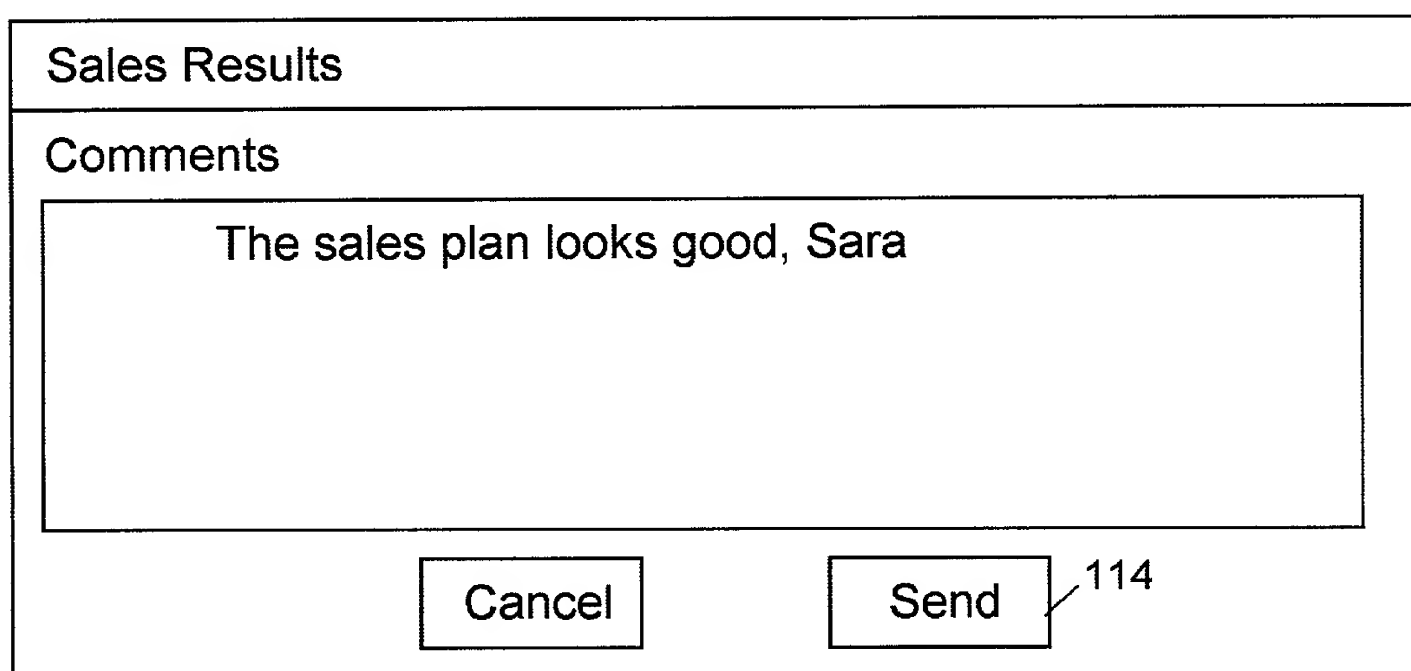
NOTE
<p>Send return receipt upon viewing document?</p> <p>Sara Jones would like to know that you have viewed the document "Sales Strategy".</p> <ul style="list-style-type: none"> • If you click Yes The document will be displayed and we will send the return receipt. • If you click No No return receipt will be sent but you cannot view the document. Your web browser goes to the previous web page (if there is one). <div style="text-align: center;"> <input type="button" value="NO"/> ⁹⁶ <input type="button" value="YES"/> ⁹⁴ </div>

FIG. 7



102

FIG. 8



112

FIG. 9

Inbox	Outbox	Account	Sign Out	
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Hide Checked Mail 136

137 UnHide All Mail

	From	Subject	Received	Document Title
<input checked="" type="checkbox"/>	<u>Sara Jones</u> <sara@home.com>	Sales meeting	02/15/2000 09:39.04	<u>Memo 3</u>
<input type="checkbox"/>	<u>Bob Smith</u> <bob@yahoo.com>	New floorplan	02/20/2000 10:15.59	<u>Drawing</u>

▲
135

▲
131

▲
132

▲
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▲
134

FIG. 10

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Inbox	Outbox	Account	Sign Out	
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Delete Checked Document 149

150 Send A Document

	Document Title	Date/Time	Total Recipients	Return Receipts Received	Comments
<input checked="" type="checkbox"/>	<u>Sales Results</u>	02/15/2000 09:39.04	4	1	<u>Properties</u> C
<input type="checkbox"/>	<u>Memo 1</u>	02/16/2000 14:02.27	3	0	<u>Properties</u>
<input type="checkbox"/>	<u>Org. Chart</u>	02/20/2000 10:15.59	10	0	<u>Properties</u> C
<input type="checkbox"/>	<u>Memo 2</u>	03/01/2000 15:12.50	2	2	<u>Properties</u>

▲
148

▲
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▲
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▲
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▲
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▲
147

FIG. 11

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Title: Sales Strategy Memo

Date: 02/15/2000 09:39:04

Size: 4.45 KB

☒ Return receipt Required

☐ Viewer Sign-in Required

☐ Prevent Printing

☐ Password Required

UPDATE

alakazam

Delete checked recipient

Add Recipient...

View Comments

Recipient	Notified	Received Document
<input type="checkbox"/> Sara Jones john@abc.com	02/15/2000 09:39:04	02/15/2000 15:38:16
<input checked="" type="checkbox"/> Bob Smith bob@abc.com	02/15/2000 09:39:07	

FIG. 12

Sales Results

Comments

Hide	From	Received	Read
<input type="checkbox"/> 174	Sara Jones <sara@abc.com>	02/15/2000 10:23.24	<input type="checkbox"/> 179

The sales plan looks good, Sara

Close

Unhide all

Update

FIG. 13